



Request to Hire

All requests require a Position Description in the standard format to be attached to this request.

Request Date

Position Title

Proposed Start Date

Employee Name (if identified)

Employment Status

Full-Time (40 hours per week)

Part-Time Regular (20+ hours per week)

Part-Time (< 20 hours per week)

Does this position need to be posted?

If yes, please indicate where posting should be submitted and who will receive resumes.

Yes

No

If employee identified, please explain the reason that person is being hired.

Proposed Salary

Funding Source

Federal Award

Federal Subaward

CRADA

NFFRE Residual

Other

Tour of Duty

Is this position grant funded?

Yes

No

If yes, specify duration of appointment.

Will this position be funded by an IPA?

Yes

No

If yes, indicate which project/account will supply the first 90 days of salary and fringe benefits.

Does employee hold a VA WOC appointment?

Yes

No

NA

If yes, please provide expiration date.

Requestor's Signature

Date

PI Signature

Date

Budget Approval

Date

Executive Director Approval

Date